

UPPS Newsletter 2002-10

October 1, 2002

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Early Release of New Employee Paychecks

As stated in Personnel Memo 00-06 this is a reminder to agencies of the procedures to follow to ease the financial burden on new employees. The memo in part states: "Agencies are hereby directed to release the **first** paycheck for a new employee as soon as the agency receives the check. This should enable the new employee to receive a paycheck for the first pay period he or she works in the third week of employment, instead of at the end of the second pay period. This applies to all new full-time, part-time and interim employees.

Note: This applies ONLY to new employees and the issuance of paychecks for all other employees must be on the usual pay dates of the 15th and 30th of the month."

The entire listed is available for your review from the Personnel Cabinet's website at http://kygovnet.state.ky.us/personnel/persmanl/html/6permemo.htm.

Block 50 Ineligible List

The list of classes and agencies not eligible for Block 50 payments has been updated and is attached for your information. The one addition to the list is title code 9943 "Deputy Executive Director".

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Separation From Initial Probation

Per KRS 18A.111, when separating an employee from initial probation, it is no longer necessary to provide written notification ten (10) working days prior to separation. This became effective July 15, 2002 and can be viewed at http://www.lrc.state.ky.us/KRS/018A00/CHAPTER.HTM

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Number 2 Screen in Payroll CICS

The number 2 screen on the payroll side of CICS is used to aid payroll officers in calculating the amount an employee can put into Deferred Compensation. It has been brought to our attention, however, that if the employee is set up for a county that has tiered taxing, it will not calculate correctly. Additionally, this screen does not take into consideration the Social Security maximum. Quite often, when an employee is paid for both annual and comp termination pay, it will put them over the maximum. The maximum for 2002 is \$84,900. Remember, if the employee is not going to receive at least a \$5.00 net check, the transaction will be automatically deleted.

September Payroll Council Meeting

The Payroll Council met on September 6, 2002 and some of the topics discussed that affect all agencies are listed below.

- Due to agencies entering Health Insurance application information into CICS TEST on the system, no scheduled payroll training can be given through the end of the year. However, if an agency has a critical need for training, they should e-mail Donna Parker to see what can be done to provide needed training.
- Jackie Shrout reminded the Council that optional insurance is the responsibility of the employee. It is
 not the payroll officers' responsibility to resolve problems between the employee and the company.
 Payroll officers should refer all information available to them through the system before referring to the
 Personnel Cabinet to resolve an issue.
- Some reminders that bear repeating:
 - Do not add months of service on CICS for employees who buy air time, Retirement Systems will add the months of service.
 - Reimbursements or changes in direct deposit bank numbers will not be made by the Personnel Cabinet unless in emergency situations. It is the responsibility of the agency's payroll officer to make these changes.
 - All W-2s will be mailed this year. The agency copy will be stored on Document Direct by company number and social security number.



It's time to start updating the W-2 oneliner report. Keep it current to prevent delays and errors.

Open Enrollment

The following is a list of the agencies that will be keying in the 2003 health insurance deductions on **CICSTEST**. Please review carefully and notify OPEHI of any corrections as soon as possible.

CO # AGENCY NAME PAYROLL OFFICER

31-040	Attorney General	Martha Robertson		
31-074	Thompson-Hood Veterans Center	rans Center Jeanne Darby		
31-070 31-076 31-079 31-082 31-085 31-087 31-110 31-183 31-187 31-345 31-354 31-354 31-400 31-765 39-084 39-750 39-758 39-775 39-780 39-785	FN &A-Governors office FN & A-Military Affairs FN &A-Gov office for Technology FN &A-KY Infrastructure Authority FN& A-Lt Governor's Office KY AGY for Substance Abuse FN&A Office of Sec to Exec. Cab FN &A-Educ Professional STDS BD BD of Emergency Medical Services FN &A-School Facilities Const Com Executive Branch Ethics Commission FN &A-Commission on Women FN &A-Gov Office Policy & MGMT FN &A-KY River Authority FN &A-Office of the Secretary FN &A-Office of the Controller FN &A-Dept of Administration FN &A-Governmental Services FN &A-Dept of Facilities MGT	Vickie Kessler		
32-520	Department of State Police	Mary Ashby		
32-523	Department of Juvenile Justice	Angela Raisor		
31-172 31-173 31-174 31-176 31-182 31-210 31-215 31-230 31-240 31-255 31-261 31-262 31-264 31-295 31-310 31-315 31-330 31-391	BD of Professional Counselors BD of Cert. of fee-based Pastoral BD of Alcohol & Drug Abuse Counselors BD of Int For The Deaf & Hard of Hearing BD of Lic & Crt for Dietns & Nutritionist BD of Psychology BD of Social Workers BD of Hearing Aid Dealers & Fitters BD of Nursing Home Admin. BD of Opthalmlic Dispensers BD of Professional Art Therapists BD of Occupational Therapy BD of Cert For Marrge & Fam Therapists BD Of Speech Pathology & Audiology BD of Veterinary Examiners StateBd for Proprietary Education Athletic Commission BD of Registration for Prof Geologist	Glenda Gordon		
31-310 31-315 31-330	BD of Veterinary Examiners StateBd for Proprietary Education Athletic Commission			

36-635 36-636 36-637 36-638 36-639 36-641 36-642	Office of the Secretary Dept of Administration & Support Dept For Business Development Dept of Financial Incentives Dept of Community Development Dept of Coal County Development Office of the New Economy	Stacey McClellan
00 0 12	Cinico di allo ricin Escholliy	
44-900 44-920 44-925 44-930	Office of the Secretary Dept of Workplace Standards Dept of Worker's Claims Worker's Compensation Funding Comm.	Donna Lancaster
48-701 48-726 48-736 48-766	Office of the Secretary Dept for Disability Determination Dept for Community Based Services Office of Family Resources & Youth Services	Angela Ritchey

REMINDER: All health insurance applications are due to OPEHI no later than October 18th.

October 7th –The "Y" screen in CICSTEST will be ready for agencies to begin entering the health insurance information for 2003. Only health insurance can be entered on CICSTEST.

October 7^{th} - November 22^{nd} – Continue entering health insurance on CICSTEST. This information will remain on the screen until close of business November 27^{th} .

December 2nd – We will extract CICSTEST and put the health insurance information to the Payroll Master File (Production).

December 5th – The first payroll will be processed with new health insurance rates. Only employees with twice monthly option will have a health insurance deduction made in this pay period (November I6 – 30).

ANY CHANGES NEEDED AFTER DECEMBER 5TH MUST BE ENTERED IN PRODUCTION ONLY.



Classes and Agencies Not Eligible for Block 50 Payments

The following title codes are not eligible for Block 50 payments pursuant to 101 KAR 2:102 Section 5(2) and 3:010 Section 5(8) because they have been deemed to be in "policy making" positions.

| TITLE CODE |
|------------|------------|------------|------------|------------|------------|
| 0101 | 0127 | 0186 | 0451 | 9931 | 9956 |
| 0103 | 0128 | 0203 | 0452 | 9932 | 9964 |
| 0104 | 0135 | 0204 | 0453 | 9935 | 9965 |
| 0105 | 0136 | 0220 | 0454 | 9936 | 9966 |
| 0106 | 0137 | 0317 | 0455 | 9937 | 9968 |
| 0107 | 0139 | 0320 | 0456 | 9938 | 9969 |
| 0108 | 0143 | 0321 | 0457 | 9939 | 9970 |
| 0115 | 0144 | 0440 | 0587 | 9941 | 9971 |
| 0113 | 0145 | 0441 | 0610 | 9943 | 9972 |
| 0114 | 0146 | 0442 | 0616 | 9944 | 9973 |
| 0115 | 0147 | 0443 | 0617 | 9945 | 9974 |
| 0117 | 0149 | 0444 | 0618 | 9946 | 9975 |
| 0118 | 0150 | 0445 | 0623 | 9947 | 9976 |
| 0119 | 0162 | 0446 | 0697 | 9950 | 9978 |
| 0120 | 0177 | 0447 | 0698 | 9951 | 9981 |
| 0124 | 0178 | 0448 | 0699 | 9952 | 9982 |
| 0125 | 0179 | 0449 | 9930 | 9955 | 9983 |
| | | 0450 | | | |

Red indicates newly added classes

Employees in the following Company numbers should not be permitted to receive Block 50 payments.

10-010	Legislative Research Commission
20-020	Judicial Form Retirement System
20-025	Judiciary
30-103	PVA's- Revenue Cabinet
31-070	Governor's Office
31-085	Lieutenant Governor's Office
31-110	Office of the Secretary of Governor's Executive Cabinet

All class codes in 31-415- Council on Post Secondary Education are excluded except for title codes 0494, 0653, 0869, 1022, 9033, 9035, 9037, 9926, and 9927.

In addition, all employees in 46-546 and 46-547 (Workforce Development) whose Title Code begins with an 05 or 07 should be excluded.